

# TIPS AND TRICKS

## *Running an Effective Interest Meeting*

### MEETING OVERVIEW

Share about Enactus and your team

Discover potential members and project areas

#### SHARE

- Purpose of Enactus
- Goals for the Year
- Time Commitment
- Current Projects

#### DISCOVER

- Who would be interested in leadership
- Best meeting times
- Interests/project Ideas

### COME PREPARED

- Have an agenda
- Advertise at least 72 hours in advance
- Have a signup sheet for interested students

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# SAMPLE INTEREST MEETING AGENDA

## INTRODUCTION (5 MIN)

Who are you and why did you join Enactus?  
[All executive board members]

## ENACTUS OVERVIEW (10 MIN)

Mission of Enactus  
Your team's goals

## SHARE MEETING GOALS (5 MIN)

Have 1-2 goals of what you want to get out of the meeting  
Share goals to group; make it clear why they were invited!  
"By the end of today's meeting, our goal is for you to know what Enactus is all about and decide whether you would like to join us as we work together to make the world a better place."

## ICE BREAKER (15 MIN)

This is a fantastic opportunity to learn more about potential team members, and what they can contribute to your team!  
This can be done through discussion, or as an activity or game!

## BRAINSTORM (20 MIN)

Take this opportunity to lay the foundation for future strategy meetings

- Project areas? (Use UN SDGs or local data for inspiration )
- Keep a list of ideas
- Cast a vote at the end to find out which top issues and actions resonate most with the group

## CLOSING (5 MIN)

Go over your meeting outcomes and plan what happens next  
Were any decisions made? Responsibilities delegated?  
Identify clear and measurable steps for action; include details and deadlines

# THE FIVE E'S

## *Elements of an Effective Enactus Team Meeting*

### ENTHUSIASM

- Greet people & generate excitement
- Listen and respect people's feelings
- Show appreciation, and confidence in members

### ENVIRONMENT

- Encourage group discussion & feedback
- Keep conversation focused
- Have fun!

### EVENTS

- Appoint someone to keep minutes
- Start on time and end on time
- Stick to the agenda

### ENACT

- Discuss progress towards goals
- Define tasks to be accomplished by next meeting
- Delegate responsibilities and deadlines

### EXIT

- Review action items
- Close the meeting with a strong, positive statement
- Share meeting notes with those not in attendance

# ENACTUS TEAM MEETING AGENDA TEMPLATE

Use this template to build an effective team meeting. Customize with additional agenda items to meet your team's needs.



## TEAM MEETING AGENDA

Date, Time, Location

Meeting Objectives:

### **I. Introduction**

### **II. Updates & Reports**

Team Leadership & Membership

Finances

Projects

Upcoming Enactus USA Events

Tasks for Next Meeting

### **III. Closure**

Break into Project Groups

# EXAMPLE GENERAL MEETING AGENDA

**MEETING GOALS:** *type your goals here*

## I. INTRODUCTION

## II. TEAM SUSTAINABILITY

### **Business Advisory Board**

**Team Structure:** Leadership succession planning, recruitment plan, onboarding, Enactus Training Center

**Finances:** Funding plan

## III. PROJECT SUSTAINABILITY

**Project Updates:** Goals, timelines, and outcomes

**Ideation of new projects:** Align with Enactus criterion, project charter and/or project planning template

## IV. ENGAGEMENT WITH ENACTUS USA

Upcoming events & opportunities

Upcoming deadlines

Career marketplace

## V. TASKS FOR NEXT MEETING/ CLOSURE

## VI. BREAK INTO PROJECT GROUPS

